# City of Hialeah
# Building Department
## Microfilm and Records Request Form
*Please allow up to 2 weeks for processing*

**PROCESS #:** _____

Name: _____     Date: _____

Property Address: _____     Folio #: _____

E-mail: _____     Phone #: _____

## TYPE OF REQUEST

o **Microfilm** (Original Building Plans and Index Cards): 1944-1996
o **Plans** (in Storage): 1996-Present, Permit # _____ (additional fee may applied)

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o Building/Construction Plans/Elevations

o Site Plan/Floor Plan/Structural Plans

o Electrical/Mechanical/Plumbing (2004 -To present): Permit #_____

o Roofing (2004 - To Present): Permit #_____

o Signs (2004 - To present): Permit # _____

o Other, Explain: _____

**\*\*\*** Please be advised that in accordance with the General Records Schedule for GS1-SL for State and Local Government, <u>The city may not have records available for residential properties with more than 10 years after the issuance of a certificate of occupancy. Plans for commercial, industrial and other uses (condo/multi-family) may be available between years 1944-1988.</u>

**\*\*\*** Plans must be picked up within 30 days of completion or they will be destroy. Please note that additional fees may be required for reproduction of large plans. The Building Department does not guarantee the quality of prints.

   o Single family/Townhouse/Duplex ……………….……………………..……………. $ 15.00

   o Commercial/Industrial/Multifamily/Other ……………………………………………. $ 45.00

   o Other Format (USB Flash Drive) …………………………….…………………….... $ 5.00

   o Certified Copies …………………………………………………………………. $ 1.50 per page

   o Expedite Fee (72 hrs)………………..…………$ 130.00 Residential & $ 275.00 Commercial

**TOTAL: $** _____ (non-refundable fee)
**ACCOUNT # 141.4300.322140**

**Applicant Signature:** _____